

**LEBANESE AMERICAN UNIVERSITY
POLICY for INSTITUTIONAL REVIEWBOARD**

Approved by the University Executive Council on August 7, 2007

Approved by the Board of Trustees on September 6 & 7, 2007

Approved by the Board of Trustees on March 27 & 28, 2014

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Preamble:

The Lebanese American University (LAU) is guided by the highest ethical principles regarding research involving human subjects. LAU believes that human dignity, personal safety and privacy, confidentiality, truthfulness, and research integrity are absolute principles that should not be compromised or negated at any time.

Institutional Review Board:

1. The Institutional Review Board (IRB) will provide guidance and guidelines on the principles and standards for the conduct of research. All Human Subjects Research should go through the IRB.
2. The IRB shall be authorized to review, to approve or disapprove, and to state conditions for, the conduct of any research involving a human subject or subjects, in accordance with the policies outlined herein; in addition to membership requirements stipulated by applicable laws and regulations. In appropriate circumstances, the IRB shall solicit advice from others who are especially qualified to represent the views of a particular subject population. The IRB members shall not participate in the approval of projects in which they are involved or have a conflicting interest.

Investigators:

1. Individuals who propose to conduct research involving human subjects must be qualified by experience and/or training to safeguard the well-being of the subjects of their research.
2. Investigators under whose aegis research is to be conducted have a primary responsibility for determining whether subjects might be exposed to any type of risk. In making this determination, investigators shall seek advice from the IRB.
3. Principal investigators have a primary responsibility for overseeing the conduct of the study and protecting subjects from being harmed as a result of their participation in a study. All others involved in the study share this responsibility.

4. Investigators shall explain to subjects, prior to their participation, the objectives of the research, the procedures to be followed, and the potential risks and benefits. Investigators shall not use individuals as subjects unless satisfied that they, or others legally responsible for their well-being, consent to participation freely, and with understanding of the consequences. Ordinarily, investigators shall also obtain the assent of subjects who are not legally capable of consenting to participation, through their legal guardian. The IRB may waive some or all of these requirements only when persuaded that the research could not practicably be conducted otherwise, that the potential value of the research outweighs the indignity to the subject, and that the subject risks no other harm in participating. If appropriate, the IRB may also stipulate that additional information about the study will be provided to subjects after their participation.
5. Investigators shall respect the privacy of subjects. They shall protect confidential information given to them, advising subjects, in advance, of any limits upon their ability to ensure that the information will remain confidential.
6. Investigators shall address the equitable selection of subjects, taking into account the purposes of the research, the setting in which the research will be conducted, and any special vulnerabilities of the subject population.
7. Investigators must disclose financial and non-financial conflict of interest in relation to the research project they plan to undertake.

Preserved Rights of Subjects:

1. Subjects shall not be induced to participate by means, or in circumstances that might affect their ability to decide freely.
2. It shall be made clear to subjects that they are free to withdraw from active participation in the research at any time, and without any loss of benefit to which they are otherwise entitled to. Subjects who indicate a desire to withdraw shall be allowed to do so promptly.
3. An investigator shall disclose to a subject, upon request, the source of support for the research.
4. Research that exposes human subjects to the unreasonable risk of harm shall not be conducted.
5. Subjects must not be exposed to any risk that can practicably be avoided without impairing the research design.

USING FACULTY, STAFF AND STUDENTS AS HUMAN SUBJECTS

1. Participation should be done on a voluntary basis without any interference from any party.
2. The recruitment of faculty, students and staff must follow the same ethical consideration as any other participant as highlighted in the guiding principles for the conduct of research.
2. The guiding principle in considering the participation of **faculty, staff and students** as subjects in research projects is the belief that as far as their health and well-being are concerned, no **faculty, staff and students** should be exposed to risk different from that considered generally acceptable for normal adult subjects by the Institutional Review Board.
3. **Faculty, staff and students can be included only in “no more than minimal risk studies”, and their time should not be** invaded to the extent of creating conflicts with their scheduled work.
3. In as much as motivation should stem from an opportunity to learn and to contribute, rather than from a financial inducement per se, payment should not be made to the **faculty, staff and students** for participation as a subject in any research project.
4. For students, this does not preclude remuneration for collaborating in a research project nor for participation in programs in which a student may be employed during vacation period or under special circumstances on other times during the academic year, or as a Student Research Fellow.